

***CPCS***  
***Add/Modify ACCS***

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## Chapter 4 Add/Modify ACCS

This section of the documentation describes how to maintain Accounting Classification Code Structure (ACCS) data. Default accounting information applies to each cardholder and is identified by a **D** in the *ACCS Type* field. The default ACCS will be used as transactions are loaded into CPCS. Since all transactions do not have to be charged to the default ACCS, cardholders also have the ability to create individual lists of ACCS data specific to that user to simplify the order log and reconciliation process.

Maintaining ACCS data used by the cardholder on a regular basis allows cardholders to select from their List of ACCS Choices rather than entering the entire ACCS for each transaction. *Although valid codes can be used by multiple users, individual cardholders do not have access to ACCS lists created for other cardholders.*

Default accounting data must be updated at the beginning of each fiscal year as the fiscal year (FY) is a component of the ACCS. Please refer to Section 4.2.1 of this document for additional details pertaining to modifying the default ACCS. Users must also update their ACCS information if there is a change to their default ACCS, or to the account codes used on a regular basis.

The following illustrates the Add/Modify ACCS screen (BC627), with the default ACCS highlighted:

Note	ACCS Type	Start Date	End Date	Fiscal Year	Accounting Classification Code
D	t	01-OCT-2004	30-SEP-2005	2005	14 B8L5S4B-P00 27 02-09-01-021 10-04-0003-00-00-00 26-19-00-00 0
TRNG	t	01-OCT-2004	30-SEP-2005	2005	14 B8L5S4B-P00 27 02-09-01-021 10-04-0003-00-00-00 25-26-00-00 0

Within the Add/Modify ACCS screen, double-clicking in the Account Classification Code field opens a separate window which is used to enter individual components of the ACCS during the Add/Modify ACCS process. Although users are not required to enter the entire ACCS on the Partial Account Classification Code Structure (DBA093) screen, the remaining components populate based on the Project, Task, Organization, and Object Class information entered by the user.

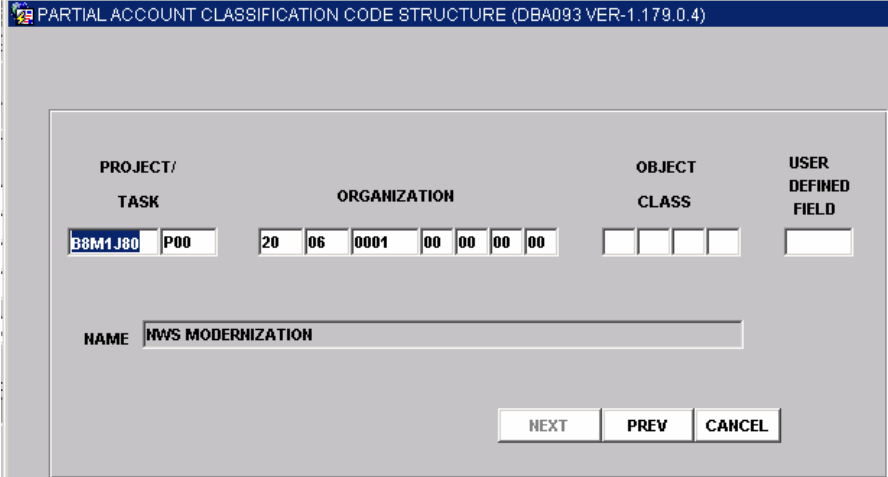
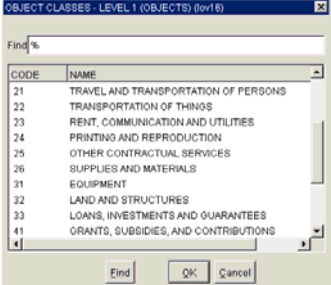
The following illustrates the Partial Account Classification Code Structure (DBA093) screen:




In addition to utilizing the CPCS menu option to Add/Modify ACCS, users also have the ability to add/modify ACCS data during the order log and reconciliation. Upon entry of accounting data through the Add/Modify ACCS process, the data is available through the List ACCS Choices for use in the order log and reconciliation menu options. The following provides illustrates the cardholder's ACCS List pop-up:

#### 4.1 Add an ACCS

This procedure describes how to add an ACCS for the cardholder. Once an ACCS is added, it becomes part of the permanent list of ACCS choices for the cardholder. Users perform the following steps to enter ACCS data:

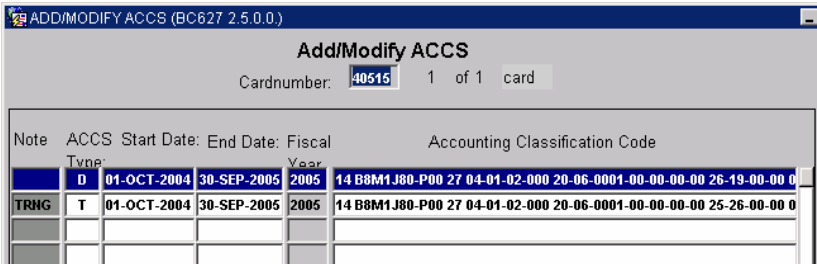
Step	Action
1	<p>Select the <b>Cardholder – Add/Modify ACCS</b> menu option.</p>
2	<p>Click on a blank record <u>or</u> the <b>Create Record</b>  icon.</p> <p><i>Note: The cursor is initially positioned in the Cardnumber field; users must click within the ACCS section prior to using the <b>Create Record</b>  icon.</i></p>

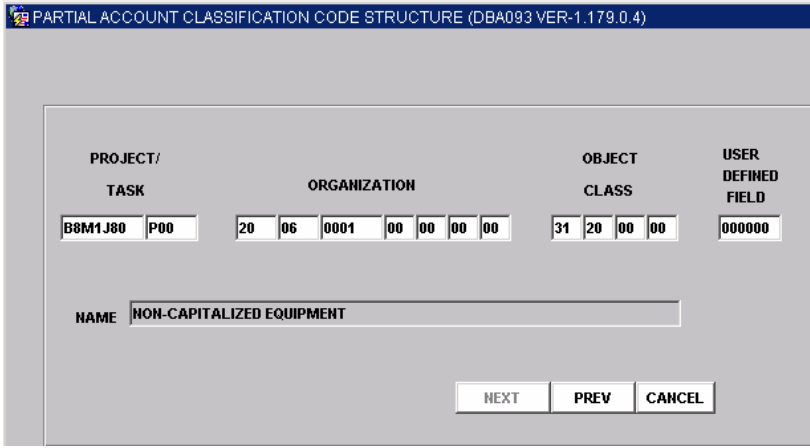
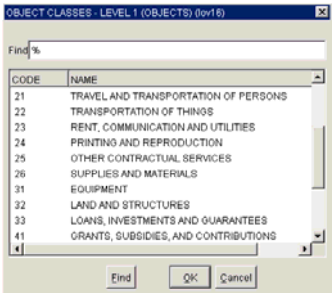



Step	Action
3	<p>Enter applicable information in the <b>NOTE</b> field.</p> <p><i>Note: The <b>NOTE</b> field is optional and can hold up to 2,000 characters. This field is intended for use by the cardholder, but is not displayed when the user selects the ACCS List of Choices option during the log order and reconciliation process. Unlike the notes function in other portions of CPCS, the notes in this window can be deleted.</i></p>
4	<p>Enter identifying information in the <b>ACCS TYPE</b> field.</p> <p><i>Note: The <b>ACCS Type</b> is determined by the cardholder and is a 2 digit identifier which can be anything <u>except</u> for <b>CC</b> or <b>ZZ</b>. This is the only field which will display lower case data.</i></p>
5	<p>Enter the applicable date information in the <b>START DATE</b> and <b>END DATE</b> fields. The system will not accept dates which cross fiscal years.</p> <p><i>Note: The <b>FISCAL YEAR</b> field automatically populates based on the date range and the <b>Partial Account Classification Code Structure (DBA093)</b> screen is displayed upon entry of the date information.</i></p>
6	<p>Upon entry of the date information, the <b>Partial Account Classification Code Structure</b> screen is displayed with the cardholder's default ACCS <b>Project, Task, and Organization</b> codes.</p> 
7	<p>Enter applicable changes to the ACCS data in the <b>PROJECT, TASK, and/or ORGANIZATION</b> fields.</p>
8	<p>Enter the <b>OBJECT CLASS</b> fields.</p> <p>Double-clicking on any individual ACCS component allows users to select from a list of valid values for that specific field, as shown for the object class data</p> 

Step	Action
9	<p>Press <b>Tab</b> or <b>Enter</b> to automatically populate the <b>USER-DEFINED</b> field with 6 zeros and return to <b>Add/Modify ACCS</b> screen</p> <p style="text-align: center;"><b>Or</b></p> <p>Type in 000000 in the User-Defined field and click the  <b>Save</b> icon to save the ACCS information on the <b>Partial Account Classification Code Structure</b> screen and return to the <b>Add/Modify ACCS</b> screen.</p> <p><i><b>Note:</b> Users must save any changes to the ACCS data as a dialog box does <b>not</b> appear to prompt users prior to exiting on this screen.</i></p>
10	<p>Click the  <b>Save</b> icon to save the ACCS information on the <b>Add/Modify ACCS</b> screen in order for it to be included on the cardholder's list of choices</p> <p><i><b>Note:</b> If users attempt to exit the screen without saving the ACCS data, a dialog box will prompt users to save changes prior to exiting.</i></p>
11	Click on the  <b>EXIT</b> icon to exit the window.

## 4.2 Modify ACCS Data

This procedure describes how to modify ACCS data on the cardholder's list of choices. Users perform the following steps to modify ACCS data:

Step	Action
1	<p>Select the <b>Cardholder – Add/Modify ACCS</b> menu option.</p> 
2	Click on the ACCS line for the record to be modified.
3	<p>Update information in the <b>NOTE</b>, <b>ACCS TYPE</b>, <b>START DATE</b> and <b>END DATE</b> fields.</p> <p><i><b>Notes:</b> The <b>NOTE</b> field is optional and can hold up to 2,000 characters. This field is intended for use by the cardholder, but is not displayed when the user selects the ACCS List of Choices option during the log order and reconciliation process. Unlike the notes function in other portions of CPCS, the notes in this window can be deleted.</i></p> <p><i>The <b>ACCS Type</b> is determined by the cardholder and is a 2 digit identifier which can be anything <u>except</u> for <b>CC</b> or <b>ZZ</b>. This is the only field which will display lower case data.</i></p> <p><i>The system will not accept <b>START</b> and <b>END</b> dates which cross fiscal years.</i></p> <p><i>The <b>FISCAL YEAR</b> field is populated based on the date range.</i></p>




Step	Action
4	<p>Double-click in the <b>ACCOUNTING CLASSIFICATION CODE</b> field to access the Partial Account Classification Code Structure (DBA093) window, if this window does not open automatically.</p> 
5	<p>Enter applicable changes to the ACCS data in the <b>PROJECT</b>, <b>TASK</b>, <b>ORGANIZATION</b>, and <b>OBJECT CLASS</b> fields.</p> <p>Double-clicking on any individual ACCS component allows users to select from a list of valid values for that specific field, as shown for the object class data.</p> 
6	<p>Press <b>Tab</b> or <b>Enter</b> to automatically populate the <b>USER-DEFINED</b> field with 6 zeros and return to <b>Add/Modify ACCS</b> screen</p> <p style="text-align: center;"><u>Or</u></p> <p>Type in 000000 in the User-Defined field and click the  <b>Save</b> icon to save the ACCS information on the <b>Partial Account Classification Code Structure</b> screen and return to the <b>Add/Modify ACCS</b> screen.</p> <p><b>Note:</b> Users must save any changes to the ACCS data as a dialog box does <b>not</b> appear to prompt users prior to exiting on this screen.</p>
7	<p>Click the  <b>Save</b> icon to save the changes to ACCS on the <b>Add/Modify ACCS</b> screen and update the cardholder's list of choices</p> <p><b>Note:</b> If users attempt to exit the screen without saving the ACCS data, a dialog box will prompt users to save changes prior to exiting.</p>
8	<p>Click on the  <b>EXIT</b> icon to exit the window.</p>

### 4.2.1 Modify Default ACCS

The default ACCS is identified by a **D** in the *ACCS Type* field. Prior to the end of the fiscal year, the Bankcard team request that the Line Offices verify that current default accounting data will apply to the next year. If the default applies, the setup at the beginning of the year will automatically rollover and update the default ACCS for the new fiscal year. If not, an applicable code for the cardholder's Line Office will be used during the setup phase and users must update their default ACCS prior to processing transactions. To modify default ACCS data, users perform the steps documented in Section 4.2.

### 4.3 Delete an ACCS

This procedure describes how to delete an ACCS from the cardholder's list of choices. Users perform the following steps to delete ACCS data for a cardholder:

<i>Step</i>	<i>Action</i>
1	Select the <b>Cardholder – Add/Modify ACCS</b> menu option.
2	Click on the ACCS line for the record to be deleted <i>Note: In order to delete a default ACCS, the <b>ACCS TYPE</b> field must first be modified to change the <b>D</b> to another value.</i>
3	Click on the <b>Delete Record</b>  icon
4	Click the  <b>Save</b> icon to save the new ACCS for the cardholder's list of choices. <i>Note: If users attempt to exit the screen without saving the ACCS data, a dialog box will prompt users to save changes prior to exiting.</i>
5	Click on the  <b>EXIT</b> icon to exit the window.